HARDWARE INVENTORY PROCESS COMPLIANCE COMPONENT

DEFINITION

Name	Hardware Inventory Process
Description	Hardware Inventory Process is comprised of the requirements necessary for adding, updating, and removing information technology hardware to and from State of Missouri inventory records, and verifying the possession, existence, and data records of these assets until they have been disposed. These requirements define the types of equipment that must be added to the hardware database, the data that must be collected, and the process for disposing of the hardware. These regular verification processes include physically verifying the existence of the hardware, verifying the accuracy of records on that piece of equipment (including tag number(s), serial number, and current owner), performing any updates to the inventory records, and following State procedures for any equipment that is missing. The verification of hardware may include the use of bar code scanning technology to improve the accuracy of data collected or updated.
Rationale	The hardware inventory process will provide data to facilitate the management and support of computer hardware.
Benefits	Utilizing the inventory process will result in: • More accurate inventory data by properly recording and verifying information on a regular basis • Better management decisions due to more accurate information • More responsive support and problem resolution through up-front information (e.g. location, configuration, age, warranty and maintenance information)

ASSOCIATED ARCHITECTURE LEVELS

Specify the Domain Name	Systems Management
Specify the Discipline Name	Asset Management
Specify the Technology Area Name	Hardware Inventory
Specify the Product Component Name	

COMPLIANCE COMPONENT TYPE

Document the Compliance Component Type	Guideline
Component Sub-type	

COMPLIANCE DETAIL

State the Guideline, Standard or Legislation	- All items over $1000 or defined as sensitive equipment are also <u>tracked</u> by the fixed asset inventory process maintained by accounting personnel. - Fixed asset inventory will be <u>verified</u> on the specified time period as defined by State of Missouri audit requirements. - Equipment defined in the Hardware Inventory Technology Area should be <u>tracked</u> and <u>verified</u> as directed by ITSD or the appropriate Agency authority. - IT tracking tags are required on hardware added to the tracking system in compliance with the Hardware Inventory Technology Area definition. - When adding equipment to the hardware inventory, the data indicated as mandatory in the Tracking and Traceability Compliance Component must be collected and maintained. - The inventory data that is verified and updated on the specified basis should also include the last physical inventory (or bar code scan) date and Inventory status. - When exchanging equipment for repair the Hardware Inventory Status must be updated to designate the hardware as "exchanged for repair". The replacement equipment should receive a new IT Tracking Tag. The old IT Tracking Tag should not be removed and put on the replacement equipment. - Internal components and/or parts that did not have an original Tracking Tag excepted from these procedures as part of the item. - When disposing of information technology hardware, the Inventory Status data should be updated (Surplused, RMA, Trade-In) to indicate the means of disposal.
Document Source Reference #	

Compliance Sources

Name		*Website*	
Contact Information			
Name		*Website*	
Contact Information			

KEYWORDS

List Keywords	

COMPONENT CLASSIFICATION

Provide the Classification	☐ *Emerging* ☒ *Current* ☐ *Twilight* ☐ *Sunset*
Sunset Date	

COMPONENT SUB-CLASSIFICATION

Sub-Classification	Date	Additional Sub-Classification Information
☐ *Technology Watch*		
☐ *Variance*		
☐ *Conditional Use*		

Rationale for Component Classification

Document the Rationale for Component Classification	

Migration Strategy

Document the Migration Strategy	

Impact Position Statement

Document the Position Statement on Impact	

CURRENT STATUS

Provide the Current Status	☐ *In Development* ☐ *Under Review* ☒ *Approved* ☐ *Rejected*

AUDIT TRAIL

Creation Date	01-08-2008	*Date Approved / Rejected*	4/8/08
Reason for Rejection			
Last Date Reviewed		*Last Date Updated*	01-22-2008
Reason for Update			